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General
Services
Administration

Washington, DC 20405

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MEMORANDUM FOR: Federal Administrative Officials

SUBJECT: Meeting of Federal Administrative Officials

We are planning a meeting of the administrative officials of our customer agencies to discuss delivery of GSA services. We will address current issues in space management, procurement of office furniture and supplies, disposal of excess personal property, and deregulation of telephone equipment and services.

The meeting will be held from 9:30 a.m. to 11:30 a.m., March 8, in the auditorium of the GSA regional office at 7th and D Streets, S.W.

Please contact my staff in the Customer Affairs Division (566-0090) to confirm your attendance and to add to the agenda any other issues you would like us to address.

I hope you can attend and I look forward to your participation in the discussion.

RAY KLINE
Deputy Administrator

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